

Public Water System Copper / Lead Analysis Request Form Instructions

Paperwork & Labeling

1. Complete the top portion (shaded) completely to ensure that proper credit is received for compliance monitoring and accurate customer information is obtained by the Bureau of Laboratories. Be certain that all information is legible.
2. Samples must be collected and preserved in the appropriate manner for the specific test(s) requested. Samples collected inappropriately will be rejected and requested re-sampled. Contact the laboratory prior to collecting samples for proper containers, preservatives, and holding times.
3. Clearly label all sample containers with the water system name, sample location, date, time, and collector. Ensure that the same sample location is used on both the sample containers and this form.
4. Clearly check the testing services you are requesting the laboratory to provide. The laboratory is not responsible for knowing the specific required testing for an individual customer's circumstance. Refer to your regulatory agency for guidance on specific analyses required.
5. Attach this form to a Chain-of-Custody form if you require Chain-of-Custody protocol.
6. Arrangements for billing should be made prior to submitting samples to the laboratory. Payment may be included with the samples at the time of submission. Prices listed for analyses on the front of this form represent normal fees. The laboratory may charge additional fees for special preparation procedures if needed.

Sample Collection & Handling

1. Some sample containers provided by the laboratory contain a chemical preservative. DO NOT dump or rinse this material out of the bottle prior to collecting the sample. It is intended to assist in providing more accurate results. Be cautious to not get any of the material on you. Although preservative materials are generally harmless, any chemical can cause adverse reactions in some circumstances.
2. Fill all sample containers completely. The containers issued for the analyses in question are designed to provide the laboratory appropriately preserved samples as well as necessary sample volumes. Sample containers for VOC analysis must be filled so that no air voids remain in the sample container after filling. Invert the sample bottle after filling and sealing. If an air bubble is visible, open the container and "top-off" with additional water. Contact the laboratory if there is concern about providing sufficient sample volumes.
3. **Drinking Water Sample Collection** – Samples intended for Safe Drinking Water Act compliance monitoring must be collected from a DEQ approved sampling location. Contact your regulatory agency for the appropriate collection location.

Ship To: Idaho Bureau of Laboratories
2220 Old Penitentiary Rd.
Boise, ID 83712
208-334-2235